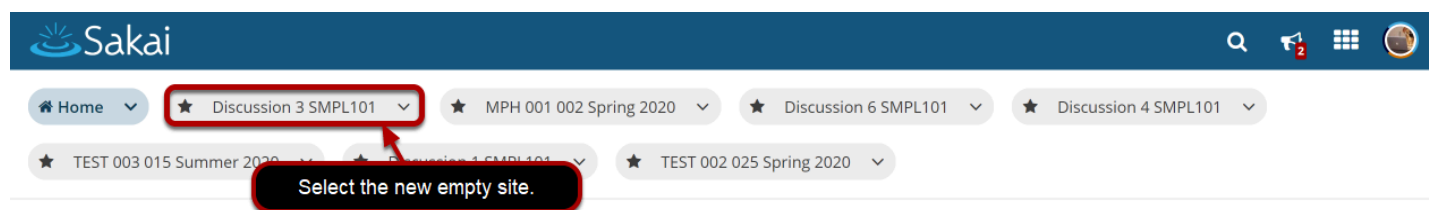


# How do I copy content from one site to another (i.e., import from site)?

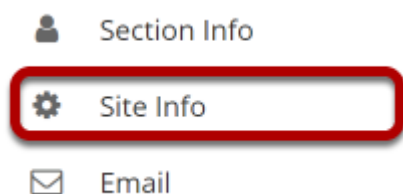
When you create new Sakai sites, you may want to copy content such as Lessons pages, Resources, Announcements, and Assignments from an older site into your new site. The Import from Site tab in Site Info allows you to select content from one or more tools from an older site and copy the content into the new site.

**Navigate to a new, empty site where you would like to copy the content.**



Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

**Select the Site Info tool in the Tool Menu.**



Select the **Site Info** tool from the Tool Menu of your destination or new site.

## Select Import from Site.

Site Information	Edit Site Information	Manage Tools	Tool Order	Date Manager	Add Participants	Manage Participants	Edit Class Roster(s)	Manage Groups
Link to Parent Site	External Tools	Manage Access	Import from Site	Import from Archive File	User Audit Log	Manage Overview		

Click **Import from Site** from the Site Info tabs.

## Click the "I would like to replace my data" link.

### Import from Site

Please choose a method below to proceed:

[I would like to replace my data](#)

Any existing data will be overwritten, replaced by your import data.

[I would like to merge my data](#)

Your imported data will merge with existing data.

[I would like to merge my user\(s\)](#)

Your imported user(s) will merge with existing users. This method does not import roster-provided users.

Selecting the **I would like to replace my data** option will transfer your site content, as well as your Gradebook settings. Note that choosing this option can be a destructive process, since existing content in the new course may be overwritten and replaced with your copied content.

*Tip: If you have existing content that you do not want to overwrite, choose the **I would like to merge my data** link instead.*

# Select the course you want to copy from.

## Import Material from Other Sites

### Import Material from Other Sites

You can replace material in one of your sites by importing material from another site that you own. Any existing data will be overwritten, replaced by your import data.

- ☐ Discussion 1 SMPL101
- ☐ Discussion 2 SMPL202
- ☒ Discussion 6 SMPL101
- ☐ MPH 001 002 Spring 2020
- ☐ TEST 002 025 Spring 2020
- ☐ TEST 003 015 Summer 2020
- ☐ TEST 004

CONTINUE

Back

Cancel

Select the site you want to copy content from from the list of sites.

## Click Continue.

CONTINUE

Back

Cancel

Click the **Continue** button.

# Choose the material you would like to copy.

## Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	<b>1</b>	<input checked="" type="checkbox"/>	Discussion 6 SMPL101
Welcome		<input type="checkbox"/>	
Announcements		<input type="checkbox"/>	
Assignments		<input type="checkbox"/>	
Calendar	<b>2</b>	<input checked="" type="checkbox"/>	
Forums		<input checked="" type="checkbox"/>	
Gradebook		<input checked="" type="checkbox"/>	
Lessons		<input checked="" type="checkbox"/>	
Resources		<input checked="" type="checkbox"/>	
Rubrics		<input type="checkbox"/>	
Sign-up		<input type="checkbox"/>	
Tests & Quizzes		<input type="checkbox"/>	
Web Content		<input type="checkbox"/>	
Wiki *		<input type="checkbox"/>	(Existing content will be archived and can be accessed from the History link)

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

**FINISH** Back Cancel

WARNING: If you do not select to import ALL materials from the origin site then some links may break in the content which is imported. Please review your content after import when importing partial materials.



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1. Use the checkbox at the top of the right column to select content from all tools.
2. Alternatively, you can check the boxes to the right of each tool to select specific tools to be copied.

If a tool is not active in the current site, the tool will have a + mark to indicate that it will be added to the current site if selected for import.

*Note: For each tool selected, all of the content for that tool will be copied into the new course.*

## Click Finish.

**FINISH** Back Cancel

Once you have made your tool selections, click **Finish** to complete the import.

*Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.*